



## Hybrid Town Meeting Study Committee

Date: Monday, June 24, 2024

Time: 7:00 - 8:30 PM

In-Person Location: Town Hall Annex 2nd Floor Conference Room

Remote access: via Zoom

### Minutes

#### ***Members in attendance:***

Alex Bagnall  
Kerrie Fallon (Zoom)  
Pete Gast  
Rebecca Gruber  
Steve Storch

Juli Brazile, Town Clerk  
Greg Christiana, Town Moderator

1. Review and approval of April 22, 2024 and June 14, 2024 minutes
  - a. Motion by Mr. Storch
  - b. Seconded by Mr. Bagnall
  - c. Minutes approved unanimously.
2. Updates on Project Tasks
  - a. Discussion about where we are included: current legislative environment for holding hybrid town meeting; additional resources, including human, required for supporting a hybrid town meeting; providing input for the RFP for a new contract to support electronic voting; and sound / audio requirements.
  - b. Other Town's Research: Steve will draft synthesis of our observations.
  - c. Surveys: Across all surveys, results show desire for hybrid town meeting is strong. Interest in understanding how the demographics of the respondents to the Non-TMM Survey compare with the overall Town demographics.
  - d. Sound / Audio Requirements:
    - i. Need to talk to ACMi re: current support / limitations.
    - ii. Town Hall currently has some sound / audio issues, especially in Town Hall balcony. What are the additional complications / needs associated with holding a hybrid town meeting.
    - iii. Alex will draft a description of current limitations / issues, and suggest some needs associated with holding hybrid town meeting. He will meet with Jim Feeney as an initial point person.
3. Discussion of upcoming voting equipment RFP. Some selection criteria to consider:
  - a. Unified queue management
  - b. Lead time needed for a town meeting member to identify their voting location (in-person, remote); preferably no lead time required.
  - c. Support for multiple voting locations (Town Hall floor, Town Hall balcony, Town Hall remote room, remote)

- d. Greg will be taking the lead in drafting the RFP. Is forming a subcommittee.  
Pete and Alex appointed to subcommittee.
- 4. Public Comment – no members of the public were present.
- 5. New business – confirmed meeting in July 22nd; will probably not meet in August.
- 6. Mr. Storch will take the minutes at the July 22nd meeting.
- 7. Motion to adjourn made by Mr. Bagnall; seconded by Mr. Storch.

*Meeting adjourned at 8:40PM.*